

**CONFIDENTIAL**

5 November 1956

**Excerpt:**

### The Deputy Director (Support)

The Deputy Director (Support) serves all Activities of the CIA. Under him are the following Offices and Staffs:

The Office of Training  
The Office of Communications  
The Office of Personnel  
The Office of Security  
The Office of Logistics  
The Comptroller  
The General Counsel  
The Audit, Management, and Medical Staffs

Through your Division or Staff Chief of Support, you should call upon these components for any service they are capable of rendering.

1. The Office of Training is responsible for all Agency training. It has organized its programs under four schools: The Operations School, The School of International Communism and the USSR, The Intelligence School, and The Language and Area School. It produces training material for use in the field. It offers courses in almost any foreign language. Its facilities can be expanded to meet unexpected needs. It can train foreigners or Americans under deep cover. Sanitized training material can be made available.

When you entered CIA, you brought with you certain professional skills. You were also trained in the basic elements of clandestine techniques, and perhaps you also acquired new language skills and area knowledge. If your professional competence is to grow, it is essential that you receive advanced training in more specialized subjects. Experience has shown that the best time for this is prior to a new assignment. The OTR Catalog of Courses is the best single source of information concerning the training opportunities which are open to you. While your superior must approve your entry into a training course, you can do much to guide your own training destinies. Your Division or Staff Training Officer can advise and guide you as to what might be beneficial.

During your time with CIA you have a training responsibility not only to yourself but to those staff employees or agents who work for you. The Office of Training can do much to assist you on this.

## 2. The Director of Communications

Document No. 7

NO CHANGE in Class

DECLASSIFIED

Class. CHANGED TO: TS

DRA Memo 4 Apr 22

Auth: DDA REG. 771

Date: 10/03/25

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UNCLASSIFIED

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:  SSA-DD/S Room 2004, L Building				TELEPHONE	NO.	
					DATE 5 November 1956	
25X1	TO	ROOM NO.	DATE	OFFICER'S INITIALS	TELEPHONE	COMMENTS
			REC'D	FWD'D		
		1703 L	5 Nov 1956			The attached is for inclusion in your book.
1.	FI/Plans					
2.	C/PPS		8 Nov 56	LES		2 - 3. SSA/DD/S has proposed the attached statement for each of the of the Support elements to be included in the Case Officer's Handbook. If you approve first version, we will forward. I recommend we add the OTR Bulletin to sources of info on OTR activities in line # 7 of the 2nd Par.
3.	DTR		9 Nov 56	MB		
4.	DDTR		17 Nov 56	RBS		
5.	C/PPS					
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13.						
14.						
15.						

\* \* \*

Fwded to C/PPS on 19 Nov 56.

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(Attached is 3-page paper (orig)  
on "Training")